

U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 12-20

OPEN TO:	All Interested Candidates	OPENING DATE:	February 16, 2012
POSITION:	Political Assistant , FSN-8, FP-6*	CLOSING DATE:	February 29, 2012
POSITION NO:	L-10169		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary) (Position Grade: FP-6 to be confirmed by Washington) *Ordinarily Resident: Rs.904, 666 p.a. (Starting salary) (Position Grade: FSN-8)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General Lahore is seeking an individual for the position of Political Assistant in the Political Office.

BASIC FUNCTION OF POSITION:

The incumbent researches, advises, and reports on major political developments in Punjab as directed by the Political Officer. Analyzes how these developments affect U.S./Pakistani relations. Develops and maintains government contacts in Punjab, arranges appointments for officers and visiting officials, and briefs them on current political developments. The incumbent will on many occasions accompany officers to meetings with officials, politicians, and social activists in Punjab. Prepares factual and analytical reports on political developments in Punjab, advising officers on political parties, human rights, human trafficking, religious freedom, and socio-economic affairs of Punjab. Performs other related functions as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Bachelor's Degree (14 years of education) in the Liberal Arts field is required.
2. **EXPERIENCE:** Two years of experience in political research and analysis, journalism and analytical reporting, university teaching is required.
3. **LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English and Urdu is required. This may be tested.
4. **KNOWLEDGE:** The incumbent must have a thorough knowledge of the host country's political, economic, and social structures, as well as Pakistan's institutions, political parties, historical developments, and key social figures. Must have a sound grasp of U.S. foreign policy objectives in Pakistan. Thorough understanding of internal political reporting requirements and procedures is required.
5. **ABILITIES & SKILLS:** Must be proficient in MS Office Suite. This may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 12-20) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 29, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.